

CONSTRUCTION ACTIVITIES

Project Packet

Architectural Barrier Removal, Demolition/Clearance
Infrastructure: Street, Sidewalks, Water, Sewer, Drainage,
Public Facilities: Parks and Recreation, Neighborhood Facilities, Senior Centers

Participating Municipalities: _____

☐ **Regional Activity** (check here)

1. Name of Project: _____
(If proposing more than one construction project, please complete a project packet for each proposed project.)

2. Eligible Activity:
(Select one from the following project categories and indicate the appropriate components.)

☐ **Architectural Barrier Removal¹**

Ramps: ☐
Elevator (include number of stops): ☐ # of stops _____
Bathroom Accessibility: ☐
Other: ☐ _____

☐ **Demolition/Clearance**

☐ **Infrastructure**

Streets ☐ Water ☐
Sidewalks ☐ Sewer ☐
Drainage ☐ Other: ☐ _____

☐ **Public Facilities**

Playground/Park ☐ Neighborhood Facility ☐
Senior Center ☐ Other ☐ _____

Check One: Rehabilitation of Existing Structure ☐
New Construction ☐

Projects/programs must be consistent with the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended.

¹ These funds are to be used to make local programs and services accessible to persons identified by HUD as meeting the criteria of "severely disabled adults." Applicants must ensure that the use of CDBG funds is limited to **barrier removal**. Proposed projects that contain ineligible costs will be reduced in scope or deemed infeasible.

DHCD staff will review for compliance. Ineligible activities will not be scored. (See Appendix A and pages 2-3 of the Application Guidance section for Eligibility guidance.)

3. National Objective: (select one)

- ☐ Benefit to low- and moderate-income persons. For this national objective, indicate whether the beneficiaries are based upon:

- ☐ Area-wide benefit (LMA) or,
☐ Limited clientele (LMC) **and**

Estimate the number of low- and moderate-income persons to benefit from the Project and provide:

Total number of beneficiaries _____
Total Low/Mod beneficiaries _____
Percentage of L/M beneficiaries _____%

- ☐ Elimination of slums or blighting conditions: Area ☐ (SBA) **or**
Spot ☐ (SBS)

For area-wide blight:

Percentage of deteriorated buildings/qualified properties _____ %
In what year did DHCD designate the area? _____

Describe in detail how your project will meet a national objective and how it will be documented. (See page 18 of the Application Guidance section for National Objective guidance.)

Threshold Requirements

4. Demonstrate project consistency with the applicant's Community Development Strategy. Describe how the proposed project is consistent with the Community Development Strategy included in this application. . (See page 23 of the Application Guidance section and pages 5 and 6 of the One Year Action Plan for Community Development Strategy Consistency guidance.)

5. Demonstrate project consistency with the Sustainable Development principles. (See page 23 of the Application Guidance section and page 5 and Exhibits 5 and 6 of the One Year Action Plan for Consistency with the Sustainable Development Principles guidance.)

6. Additional Construction Project Thresholds

For all Public Facilities and ABR projects with a total project cost of more than \$100,000, the following threshold must also be met:

The application must include bid-ready plans and specifications for the proposed Public Facilities project. Applicants must include one 11"x17" sized set of drawings and a set of specifications with each of the application copies. For projects less than \$100,000 but more than \$25,000, include design development drawings, or equivalent site and landscaping plans for Playground/Park projects.

For projects that include modular construction, a community may instead provide DHCD with a reasonable cost estimate for the project. Detailed backup for the total costs for modular construction projects must include the cost of site preparation, off-site construction of the modular unit, and the cost of delivering and assembling the modular unit including all work necessary - including but not limited to all utility work and sub-trades - to result in the issuance of an occupancy permit. To accomplish this, the community must provide the following: the program for the building; plans, specs, and prices of comparable unit(s) from the manufacturer; evidence of the manufacturer's ability to deliver the unit during the timeframe for construction identified in the grant application; and a site plan.

ABR

Applicants must include one copy of the municipality's Americans with Disabilities Act (ADA) self-evaluation and transition plan.

DEMOLITION

For demolition projects over \$100,000, provide a description of the future use of the site and how this use will meet a National Objective.

INFRASTRUCTURE

For sewer and water projects, provide a description and town or service district map(s) that shows existing infrastructure/direction of flows and location of infrastructure to be installed or replaced. This description will be used to confirm overall project feasibility. This map should be in addition to a detailed parcel map that conforms to the guidance on page 21.

SENIOR CENTERS

- A) The Mayor or the Board of Selectmen must hold site control. Control can be through direct ownership or a long-term lease (at least 10 years) through the Chief Elected Official. Documentation of site control must be included within the project packet.
- B) If other funds are required to complete the project, documentation of the availability and the commitment of all other funds at the time of application submittal must be included within the project packet.

7. Project Description

Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional applicants, list the amount of funds allocated per community for the project(s). This description will be used to confirm overall project feasibility.

8. Location/address of Project: _____

Project location Census tract/Block group: _____

Location (by streets) of Project: _____

If applicable, define boundaries of target area by street name(s), delineation of area surveyed for national objective compliance:

9. Project Budget Information:

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
Total CDBG cost:	\$ _____
Other Project funds (if applicable):	\$ _____
Total Project Cost:	\$ _____

Cite Sources of Other Project Funds: _____

Total assessed value of each building to be modified²: _____

Detailed Budget Requirements (This information will be used to confirm overall project feasibility.)

1. Demonstrate Cost Reasonableness

- a. Provide a detailed cost estimate, signed by the preparer. (Include an inflation factor to reflect the cost of construction at the time of project implementation, as outlined in your project timeline.)
- b. Explain the process used to review the accuracy of the cost estimate.
- c. Explain the qualifications of the person who prepared the cost estimate.

² If construction costs exceed 30% of the assessed value of the building, the entire building may be required to be made fully accessible.

2. Submit a detailed line item budget including a trade item breakdown and soft costs. Provide an explanation of sources and uses for all funding.
3. Submit an operating and maintenance plan including funds required and source of funding.
4. Complete the Contingency Plan statement/form on page 27 of Required Forms, Certifications and Attachments.

Project Budget: ARCHITECTURAL BARRIER REMOVAL										
By funding source, please fill in the appropriate line items below. Then total each column and row.										
	CDBG \$	Section 108 \$	HOME \$	ESG \$	HOPWA \$	Other Federal \$	State/Local \$	Private \$	Other \$	TOTAL \$
Elevator/Lift										
Bathrooms										
Entry/Doorway Modifications										
Signage										
Internal Ramps										
External Ramps										
Sidewalk Ramps										
Design										
Project oversight (specify)										
Other (specify)										
Contingency										
TOTALS BY USES:										

Project Budget: INFRASTRUCTURE										
By funding source, please fill in the appropriate line items below. Then total each column and row.										
	CDBG \$	Section 108 \$	HOME \$	ESG \$	HOPWA \$	Other Federal \$	State/Local \$	Private \$	Other \$	TOTAL \$
STREET PAVING										
Full Depth Reconstruction										
Surface Repaving										
Curbs and Sidewalks										
Ramps										
Other (specify)										
Contingency										
Water Lines										
Wells										
Pump Station										
Treatment Facility										
Storage Facility										
Hook-ups										
Street Repaving										
Other (specify)										
Contingency										

SEWER SYSTEM										
Sewer Lines										
Pump Station										
Treatment Facility										
Hook-ups										
Street Repairing										
Other (specify)										
Contingency										
Drainage lines/culverts										
Drainage Facility										
Street Repairing										
Pump Station										
Other (specify)										
Contingency										
Design & Engineering										
Project Oversight (specify)										
TOTALS BY USES:										

Project Budget: PUBLIC FACILITIES										
By funding source, please fill in the appropriate line items below. Then total each column and row.										
	CDBG \$	Section 108 \$	HOME \$	ESG \$	HOPWA \$	Other Federal \$	State/Local \$	Private \$	Other \$	TOTAL \$
PUBLIC FACILITIES/ BUILDING										
Acquisition										
Demolition										
Carpentry/ Framing/ Finish Work										
Electrical										
Plumbing										
Masonry										
HVAC										
Site Work										
Roofing										
Fixtures and Furnishes										
Architecture/ Engineering										
Legal/Permits										
Clerk of the Works										
Elevator										
Other: (specify)										
Contingency										
Cost per square foot:										
TOTALS BY USES:										

COMPETITIVE QUESTIONS

(Please address these questions in no more than six pages, plus attachments.)

1. Project Need - 18 Points

What is the need for the proposed project/program?

Define the need or problem to be addressed. Provide evidence of the severity of the need or problem. Who is the affected population and why is this population presently underserved or not served? Or, identify and describe the affected area or facility and why this facility or area in particular is adversely affected?

The need for the project will be evaluated upon the extent to which the response demonstrates the severity of need through surveys, census data, architectural and engineering studies. Applicable photographs may be included as attachments to the packet.

2. Community Involvement and Support - 12 Points

Were the community and/or potential beneficiaries involved?

Demonstrate the involvement of the community and/or potential beneficiaries in the identification, planning and development of the proposed project beyond the required public participation process. Provide evidence of public forums or meetings regarding the project and attendance records, press coverage or meeting minutes that demonstrate support for the project.

- a. Explain how the project is responsive to expressed community interest, i.e. what process was used to select this particular project.
- b. Demonstrate the outreach efforts made by the town/city to involve the community. Include evidence: notices, newspaper articles.
- c. Demonstrate how the potential beneficiaries and the community at-large were involved in the planning and development of the proposed project beyond the required public participation process. Include evidence: phone inquiries, letters, petitions, newspaper articles or letters to the editor, establishment of an advisory committee.
- d. Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

Community Involvement/Support will be evaluated based on the extent to which the community and potential beneficiaries were provided with opportunities for involvement, demonstrated involvement and resulting support for the project, and will have access to ongoing opportunities for involvement.

3. Project Feasibility - 20 Points

Why is the proposed project/program feasible?

Demonstrate that the activity proposed is feasible by providing the following:

1. Describe and document demand for the activity through surveys, inquiries, waiting lists or past participation.
2. Describe and document the present status of the project design.
3. Describe and document the present status of site control for the project.
4. Describe and document the availability of matching or other funds needed to complete the project. Do not include in-kind services for town employees who would otherwise be responsible for a grant-related administrative function. In-kind services are accepted only as directly related to the project. (For example, force account labor by the Department of Public Works is acceptable.)
5. Identify and describe the procurement process applicable to the project (if multiple processes are applicable, identify each process)
6. Describe and document the current status of environmental review. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s) and response letters from relevant state agencies and/or local commissions.
7. Identify the project milestones and timeline, state the duration of time needed for each milestone, and identify when each milestone will be completed.
8. Provide a management plan for the project that identifies the roles and responsibilities of all personnel involved in the project.
9. Citing past accomplishments, document that:
 - the community has the necessary expertise to conduct the activity, or has experience acquiring the expertise, and
 - the timeline for completion is realistic.

Project feasibility will be evaluated on the extent to which the project is capable of proceeding at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.

4. Project Impact - 15 Points

What will be the impact of the proposed project/program?

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed?

For projects benefiting low/moderate income (lmi) persons, provide the number of lmi persons served by the project as a percentage of the lmi households in the target area. For projects addressing slum and blight, provide the number of buildings, linear feet of infrastructure or other applicable quantitative measures as a percentage of the blighted conditions in the target area.

Project Impact will be evaluated on the extent to which the response documents that the activity addresses a significant amount of the identified need and that the activity proposed will have measurable improvements/identifiable outcomes that will benefit the intended beneficiaries and/or the target area.